

STÒRLANN BOARD OF DIRECTORS 2017

MINUTE OF MEETING OF BOARD OF DIRECTORS

10:55, Thursday, 25 May, 2017

The Scottish Government, Atlantic Quay, Glasgow

Present

Robert Dalzell (RD) – North Lanarkshire Council (Chair)
Gillian Campbell-Thow (GCT) – Glasgow City Council (Vice-chair) (Till 1330)
Norma Young (NY) – Highland Council (By telephone)
Catriona Garvin (CG) – Argyll and Bute Council

Donald W Morrison (DWM) – Stòrlann
DJ MacRitchie (DJM) – Stòrlann (Note of Minute)
Neil Smith (NS) - Stòrlann (By telephone)

In Attendance

Jonathan Ferrier (JF) – Scottish Government
Douglas Ansdell (DA) – Scottish Government
Roddy Cunningham (RC) – Mann Judd Gordon

Apologies

Angus MacIannan (AM) – Comhairle nan Eilean Siar
Mona Wilson (MW) – Bòrd na Gàidhlig
Norma Martin (NM) – City of Edinburgh

ITEM		ACTION
1	OPENING ITEMS	
1a	<p>Welcome The Chairperson welcomed all present. All present observed the minute's silence in remembering those involved in the Manchester terrorist atrocities.</p>	
1b	<p>Present and Apologies As above.</p>	
1c	<p>Declarations of Interest No notes of interest were presented.</p>	
2	MINUTES	
2a	<p>Minutes of Board Meeting 23/02/17 Minutes of the meeting held on 23/02/17 had been circulated and were approved as a true record of the meeting. Proposed by: GCT Seconded by: NY</p>	

2b	<p>Matters arising:</p> <p>Item 3d – BnaG Funding 2016 – 17 / 2017 - 18</p> <p>Members discussed the terminology contract being undertaken at Glasgow University and it's parallels with the Stòrlann terminology project An Seotal. Members were informed that there was misunderstanding in some quarters that the development of terminology at An Seotal had stopped. The CE informed members that An Seotal had not stopped developing terminology and that it was currently working on new terms as well as reducing some historically agreed terms. The CE will continue to pursue this matter.</p> <p>Item 3g – BnaG GLAIF Funding Call for submissions</p> <p>Due to staffing implications, NY requested if any decision had been reached in relation to the Highland council/Stòrlann GLAIF application. The CE explained the GLAIF process and that a decision would be with the agency in June 2017. The CE would contact Mona Wilson, BnaG, regarding the outcome.</p>	CE
3	FINANCE BUSINESS	
3a	<p>Stòrlann Draft Management Accounts 2016-2017</p> <p>RC tabled the Management accounts and provided members with a detailed presentation of them. Key points from RC presentation:</p> <ul style="list-style-type: none"> • Income was up • 84 projects • Salaries – increase of 1%, maternity costs, new staff member and a contractor going through payroll • Professional fees reduced • Lease costs increased due to photocopier lease being included • Postage fees decreased due to photocopier costs removed • Director and Auditor costs remained the same • Prepayment of Alltan 2017/18 • Overnights of £33 at friend/relation cannot be claimed through charitable company, unless friend/relation forwards invoice • Stòrlann staff are handling Xero very well <p>Members discussed the draft accounts and other relevant areas and no areas of concern were highlighted or raised by the auditor. A tele-conference meeting to take place, before Chair sign off accounts at next Board meeting.</p>	CE
3b	<p>Breakdown – Travel and Accommodation Costs</p> <p>A breakdown of costs prepared by Stòrlann admin staff had been circulated. The Board are appreciative of the work that goes into creating this document and unless it becomes onerous on staff that they would prefer it to continue. This was approved by the Board.</p>	
3c	<p>RnA Funding 2016 -17 / 2017-18</p> <p>The CE updated the Board and members noted the report.</p>	
3d	<p>BnaG Funding 2016 -17 / 2017-18</p> <p>The CE updated the Board and members noted the report.</p>	

<p>3e</p> <p>3f</p> <p>3g</p>	<p>BnaG Funding 2017-18 – Continuing Projects</p> <p>The CE informed the Board and members noted that confirmation of funding for the Prelim papers and the Early years element of Alltan 2017 had been sought.</p> <p>BnaG Funding 2017-18 – New Projects</p> <p>The CE updated the Board regarding two new projects:</p> <ul style="list-style-type: none"> • Apprentice Translator • Go! Gaelic @ Home <p>The Board noted the report.</p> <p>BnaG GLAIF Funding - Update and New Submissions</p> <p>The CE informed the Board and members noted that two GLAIF applications were submitted. An application with Highland Council to develop Lasadh primary language resources and an application with Edinburgh City council to develop additional Go! Gaelic resources.</p>	
4	CORPORATE AFFAIRS AND STAFFING	
<p>4a</p> <p>4b</p> <p>4c</p> <p>4d</p>	<p>Memorandum and Articles Review</p> <p>The CE informed the Board and members discussed the revised document. Members agreed that the reference to <i>21 days</i>, in relation to the accounts be removed at item 65, page 13 from the document. A revised document will be completed and presented at the AGM in September 2017.</p> <p>Health and Safety</p> <p>The CE verbally updated the Board, and members noted, regarding Health and Safety with nothing to report.</p> <p>Risk Register</p> <p>The CE reported that there were no changes to the risk register. The CE informed members that CPD opportunities were highlighted through staff appraisals which were currently being completed. Staff were currently familiarising themselves with Zoho project management system through online tutorials and webinars. The CE had attended Publishing Scotland financial training. Digital and Production training would also be available and could be attended by the relevant Heads of Service, as part of the training package that Publishing Scotland offer. HIE will offer Marketing and Sales training and Stòrlann will use this as an opportunity to develop its sales of resources.</p> <p>Draft Minute of Staff Meeting</p> <p>The draft minute of the staff meeting was circulated. It was noted that the Post office no longer lifts the mail from the main office. There is now a new nearer post office and it is also a cost cutting measure.</p>	<p>CE</p>

4e	<p>Contract Review 2016 – 2017</p> <p>The CE informed the Board and members approved that MacLeod and MacCallum have reviewed all contracts and have created a new template.</p>	
4f	<p>Proposed Pay increase</p> <p>The CE outlined the proposed pay increase for Stòrlann employees. The Board noted the proposal and members approved the 1% increase.</p>	
4g	<p>National Consultation on the Gaelic Plan</p> <p>The CE informed the Board, that a Gaelic only submission was made and that they received a translated version, and members noted the responses that Stòrlann had submitted to Bòrd na Gàidhlig. Members noted that points submitted by Stòrlann to BnaG were of a similar vein to their own local authority responses.</p>	
5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2016-17</p> <p>The CE updated members of the schedule. Members discussed the grant application, forwarded to Comhairle nan Leabhraichean, for the Grammar na Gàidhlig title. It was requested that the title be processed to print with or without a successful application.</p> <p>The Board approved the schedule and Gillian Campbell Thow left the meeting at 1330.</p>	
5b	<p>Resources Schedule (Draft) 2017-18</p> <p>The CE provided information on the draft schedule and how Stòrlann uses social media to engage with the sector informing them of future events and resources.</p>	
5c	<p>Gaelic Learner Education Group</p> <p>The CE informed the Board of recent Go! Gaelic activity highlights:</p> <ul style="list-style-type: none"> • training being delivered by the Go! Gaelic trainers in Highland and CNES • PR produced for local and national press agencies • 1700 East Ayrshire students using Go!Gaelic • Gartcosh, Ardnamurchan and Sgoil an Taobh Siar nominated for an Education award 	
5d	<p>An t-Alltan 2017</p> <p>NS updated the Board that 18 workshops have been confirmed and that it is hoped to confirm the rest soon. Joan MacKay has been identified as a possible keynote. Online booking will soon be made available. The MacDonald conference centre was made aware of some issues regarding the quality of its catering in some areas.</p>	
6	COMMUNICATIONS AND PR	
6a	<p>Engagement and events</p> <p>The CE updated members of recent activity including:</p> <ul style="list-style-type: none"> • a Lasadh CPD webinar for Argyll and Bute primary teachers • date being set for a CPD event in central belt for primary teachers. This event will be held on the 4th November 2017 from 1000-1500hrs and will include a workshop on Fios air Fuaimean and a short address from an individual working in Gaelic education <p>The CE also agreed to circulate update of engagements and list of Alltan workshops to members.</p>	

7	AOCB	
	No business.	
8	DATE OF NEXT MEETING	
	The next Board meeting was scheduled for 31 August in Stornoway. The Chairperson thanked all in attendance and closed the meeting at 1350hrs.	